



Holiday Programme for children aged 5 to 11 years.

Thank you for enrolling your child our **Stadium 2000**, OSCAR accredited holiday programme. Our team prides itself on delivery of the highest quality programme and we encourage you to give us regular feedback on the experience your child has with us.

The details you provide are confidential, which are required to assist us in keeping an accurate record of children participating in the programme and provide vital information in the case of an emergency. Please note from time to time we do take photographs for promotional purposes.

What to bring?

Togs, towel and goggles	Drink Bottle
Lunch (healthy food choices please)	Appropriate clothing and footwear for sports, arts and craft

PARTICIPANT DETAILS

Name of Child/Children	Date of Birth	Age
1.		
2.		
3.		
4.		
Parent/Caregivers Name		
Phone Number (During Programme)		
Address		
Email		
Full names of everyone with authority to sign your children out of the programme (make sure to include parent/guardian indicated above and parents, emergency contacts able to collect your children)		
1.	2.	3.
4.	5.	6.
7.	8.	9.
Emergency Contact Person (Excluding parent/caregivers name used above) TWO contacts are required	Relationship to Child	Contact Number during the programme
1.		
2.		
Children's Doctor & Medical Centre		
Medical Centre Address		
Medical Centre Contact Number		
Does your child/children have any health or medical conditions we should be aware of (i.e. Asthma/inhaler etc.)		
Is there any other information we should be aware of for your child/children to make the most of this programme i.e. special needs/behavioural issues (supplement form to complete), cultural needs etc.		



DATES & PAYMENTS

Day/Date	Mon 11 July		Tues 12 July		Wed 13 July		Thurs 14 July		Fri 15 July	
Days Requested										
Admin Use	Book	W/L	Book	W/L	Book	W/L	Book	W/L	Book	W/L
Paid										
Day/Date	Mon 18 July		Tues 19 July		Wed 20 July		Thurs 21 July		Fri 22 July	
Days Requested										
Admin Use	Book	W/L	Book	W/L	Book	W/L	Book	W/L	Book	W/L
Paid										

Children can be dropped off **from 8.30am** and must be collected before 4pm.

Total fee \$ _____ based on _____ days at **\$35 per day** (\$175 per week).

Payment is to be made when enrolling either in full or deposit of one full day @ \$35 per child.

BALANCE MUST BE PAID IN FULL BY 13th June 2022.

NO CREDITS OR REFUNDS WILL BE GIVEN FOR CANCELLATIONS AFTER 13th June 2022

OFFICE USE ONLY

Date	Amount Paid	Type of payment	Staff Member	Balance remaining



CONTRACT ACCEPTANCE

Please sign this contract to complete enrolment

If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please ask a member of staff. The Programme leader will receive signed copies of this contract.

I/We agree and acknowledge.

- I have read and understand the Parent Contract and Information (*following page for you to keep*).
- The supervisor has my permission to administer first aid in the event of any injury to my child and arrange any necessary urgent medical treatment at my cost.
- All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

Name of Parent: _____

Signature of Parent: _____ **Date:** _____

Stadium 2000 Staff Member: _____ **Date:** _____



PARENT / CAREGIVER CONTRACT INFORMATION

Stadium 2000 Holiday Programme, 8.30am – 4.00pm daily

Enrolment

Enrolment is finalised upon completion of an enrolment form and payment of the deposit or full fees. Please inform staff of any relevant changes to your enrolment details. It is crucial we have up-to-date information.

Meals

We will provide morning tea and afternoon tea. **Children are to bring their own packed lunch.** These are to be foods that do not require any heating. Please ensure that your child does not bring sweets or "junk" food.

Absences

Once your child's name is on the roll, we expect him/her to be at the programme unless we have been notified by the parents/caregiver. If your child is sick **please call reception prior to 8.30am on each day of sickness.** A credit will be given for sickness when a medical certificate is provided. Cancellations within one month of the programme will not be entitled to a refund or credit.

Collecting your child

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for your child's safety) to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we require prior notification from you on this matter. Please remember that the programme closes at **4:00pm.**

In the event of a child not being collected and parents and emergency contacts being uncontactable the child will be placed at reception from 4.30pm. The reception will continue to attempt to contact parents until 9pm at which time Blenheim Police will be notified.

Signing your child in and out

On arrival your child needs to be signed into the programme and given a coloured wrist band. The parent/caregiver and child/children must sign in together. Each day when you drop your child in to the programme, it is essential that you sign your child in on the daily roll sheet. The supervisor will show you where this is. We also need to know that your child has gone home safely and require you to also sign your child out on the same sheet on collection of your child.

Fees

Holiday Programme **\$140.00 per week (based on 4days) / \$35.00 per day**

All fees must be paid in full one month prior to start of programme.

Payments can be made by completing all the details on the enrolment form and making your payment at reception (receipts are available at the time of payment) or via online banking.

Westpac Blenheim Branch: 03-0599-0402881-00

Please supply your name and reference exactly what funds are for.

e.g. Joe Smith Holiday Programme \$140

Behaviour Management

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. However, if a child's behaviour is consistently harmful to the other children, parents will be asked to remove him/her from the programme.

Policies and Procedures

Please see the reception if you wish to view our policies and procedures folder. It contains detailed information on health and safety, making complaints, employment practices, etc. We also advise you that personal information may be disclosed where necessary to prevent abuse or harm, and to MSD Social Services Accreditation for the purpose of audit.

Emergencies

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the centre until all children are collected.

Child Safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Ministry of Children Oranga Tamariki.

Complaints

The programme has a complaints procedure. If you have any problems please approach the supervisor, or if necessary, a member of the management and they will be happy to assist you with your concerns.

Sick Children

Please do not bring sick children, as we do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and asked to collect them.

If you have any queries or concerns, the supervisor is always available for you.

Media Releases and Photographs

I consent to my child being photographed and these photographs to be used in any media coverage in regards to the promotion of the programme.